

## 8XX TRANSACTION--ONE-TIME ADJUSTMENT OF VOLUNTARY DEDUCTIONS

### One-Time Deductions

This transaction is used to adjust or replace a voluntary deduction. This adjustment or replacement will only affect current regular pay. This transaction will not work if only special pay is received. The deduction must have been established previously in the Employee's Master File (Transaction 225). *(This information can be entered on-line via POT Screen Option 2 and viewed on-line via POPY Screen X. After payroll is processed, can be viewed on Screens K, L, and M.)*

1. (COLUMNS 6-16). Enter the employee's employee number (Social Security Number).
2. (COLUMNS 18-19). Enter the code number for the deduction you want to change. Use the deduction number from Transaction 225.
3. (COLUMNS 33-36). See Chapter 5--On-Leave Employees.
4. (COLUMNS 37-40). See Chapter 5--On-Leave Employees.
5. (COLUMNS 52-58). Enter the DEDUCTION AMOUNT of adjustment or replacement. This amount must be entered with two decimal places, right justified.
6. (COLUMN 79). The ADJUSTMENT INDICATOR. Enter one of the following:

BLANK: Take DEDUCTION AMT on this transaction in place of employee's normal deduction amount.  
Use this in the "off" pay period.

+: Take DEDUCTION AMT on this transaction in addition to the normal deduction amount.

-: Decrease normal deduction amount by DEDUCTION AMT on this transaction.

**COMPANY NAME (For Reference Only)**

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